

Description of Position	TITLE OF POSITION: <u>Securities Examiner</u>	CLASSIFICATION CODE: <u>02630300</u>
	SALARY RANGE: <u>(AB24A) \$43,321-\$49,946 Annually</u>	REFERENCE POSITION NO.: <u>1820-10200-3</u>
	Department or Agency Name <u>Business Regulation</u>	APPLICATION PERIOD: <u>3/12/13 - 3/18/13 by 4:00 PM</u>
	Division/Section/Unit <u>Securities</u>	Three day grace period ends at 4:00 pm on 3/21/13
	Assignment(s) / Comments PREVIOUS APPLICANTS NEED NOT REAPPLY	
	Shift and Days: <u>1st Shift (Monday-Friday)</u>	Job Location: <u>1511 Pontiac Ave., Cranston, RI 02920</u>
	Restrictions/Limitations: _____	
	Position Covered By Collective Bargaining Union Agreement	Yes <u>X</u> No _____
	Name of Bargaining Unit Union: <u>RIASSE-BUS REG</u>	
	There is _____ is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions	
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	Statement of Duties	DUTIES / RESPONSIBILITIES:
To conduct examinations of securities and franchises and their related records to ascertain such securities may be legally offered for sale; and to do related work as required.		
For additional information, the job description is available at the www.hr.ri.gov/classification/jobspecs.php .		
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	Education: Such as may have been gained through: graduation from a four year college of recognized standing with a major in accounting; and Experience: Such as may have been gained through: private or public employment involving the conduct of examinations of fiscal records of financial institutions or the conduct of financial records relating to the banking and securities industries, franchises offered for sale, charitable organizations or professional fund raisers. Or , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Kelly L. Liles	
	Department of Administration	e-mail address: KellyL-resume@hr.ri.gov
	General Government Service Center	TTY/TDD #: <u>7 1 1</u>
	One Capitol Hill	(Telecommunication Device for the Deaf)
	Providence, RI 02908	

